

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Administrative Program Officer M-1</u>	Salary:	<u>\$49,492 - \$136,198*</u> <u>\$53,373 - \$136,198**</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Bill Payer Program Director</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Long Term Care</u>		

**Job Description**

- Under general direction, manages the operations of bill payer services to seniors citywide, supervises staff and provides one on one in home assessment and follow up services to seniors.
- Provides direct supervision of program and administrative staff.
- Monitors program data and prepares reports.
- Provides direct services to a caseload of seniors including screening clients into the program, making home visits to assess clients for services and provides follow up as needed.
- Facilitates training and management of volunteers.
- Collaborates with and provides training to DFTA funded case management agencies.

**\*Non-City rate**

**\*\*City incumbent rate**

**Minimum Qualifications**

A baccalaureate degree from an accredited college and five years of full-time, professional experience in social services, community relations, health services, public administration or management; or the equivalent in education and/or experience. All candidates must have had at least one year of experience in the field of aging and one and one half years of experience in an administrative or managerial capacity.

**Preferred Skills**

- Baccalaureate Degree in social work from an accredited college with a major in Aging. Masters Degree in Social Work strongly preferred.
- 5 years of experience directing a bill payer program including recruiting and supervising direct service and administrative staff, managing budgets, creating and maintaining systems to gather and analyze program data.
- 2 years experience providing direct services to seniors.
- Knowledge of NYC aging services preferred.
- Experience recruiting, training and supervising volunteers.
- Experience in curriculum development and training.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>  
Click on Recruiting Activities/Careers and Search for Job ID #162321

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#162321

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **August 21, 2014**

Post Until: **Filled**

JVN No. **125-15-06-CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**